



## MEMORANDUM

To: All Employees of OPTIONS NORTHWEST

From: Jill Thompson, Director of Human Resources on behalf of the Pandemic Team

Date: January 13, 2022

Re: **REMINDERS – PPE USE**  
**Please put in the COVID binders**

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Good day,

I hope you are all doing well and are managing to stay safe. Despite the ongoing pandemic, I do hope that you are all doing the best you possibly can and are continuing to do all you can to reduce and mitigate your risks associated with contracting this virus.

This memo is to serve as a reminder of the mandatory use of PPE.

It is **required** that you are wearing your PPE (Mask and Goggles) at all times when working in the group home setting. As a reminder, goggles are only required performing direct personal care for individuals supported and when you are not able to maintain social distance from individuals supported or fellow employees, and masks are required **AT ALL TIMES**. When eating or drinking, please ensure you are doing this by yourself and there is no one else around you while you are doing so. This is imperative in helping us to curb the spread of this very contagious variant of Covid19, Omicron. With the surge in cases locally and provincially, and with the knowledge we have of how easily this variant is spread, wearing your PPE is of utmost importance in order to keep those individuals we support safe and healthy.

We acknowledge and recognize that we are all feeling the “Covid Fatigue”. It has been an extremely long 21 months in managing the ever-changing protocols and procedures and we thank you for your diligence in this. Because you have followed the protocols, we have been able to keep this out of our homes, so let’s continue to do what we need to in order to keep that up. Now is not the time to let our foot off the gas, and as tiring as it can be, please know your efforts do not go unnoticed.

We encourage you to speak to your immediate supervisor or another member of the leadership team if you have any questions about any of the directives in place. We are very appreciative of all your efforts to keep yourselves healthy and the individuals we support healthy in turn. Thank you for everything you continue to do for OPTIONS NORTHWEST.

Sincerely,

Jill Thompson  
On behalf of the Pandemic Team